Employment First
__Systems Development/Capacity Building Work Group Notes
Date: 3/7/14

Members Present:

X	Name Debbie Gilmer		X	Name Leticia Huttman		X	Name Bethany Goding
x	Name Gail Fanjoy		X	Name Jenny Ardito		X	Name Riley Albair
x	Name Kevin Owen			Name Simonne Maline			Name

Others Present: Karen Fraser

Name	Name	Name

Agenda Item	Discussion	Action to be Taken
Review draft project plan	Great discussion of the draft—kudos to Karen for her assistance…..some minor changes noted, milestones discussed and recognition that it is a living, vibrant document that will evolve	Debbie will make the changes discussed and send back out and to Rick for posting on the EFM website
Review provider survey	Lots of discussion about who should get this, what info we want to gather, and whether multiple surveys should be developed for different audiences	Debbie will re-work and get back to the work group—we are not ready for prime time yet so will only discuss but not share it at the EF Coalition meeting next week
Next Meeting	Date **April 4, 2014 via teleconference 11:30-1:00**	Agenda Items Provider survey